

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

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M284

Agency  
City of Gaithersburg

Division/Unit  
City Manager's Office/Intergovernmental

Item No.	Description	Retention
1	City's Testimony	Scan original and destroy. Retain scan 3 years from date of resolution, then destroy
2	Retainer Agreements with State Aid Consultant	Scan original and destroy. Retain scan 3 years from date of resolution, then destroy
3	City Correspondence to Members of Various Government Entities	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

Schedule Approved by Department, Agency or  
Division Representative.

Date

3/7/12

Signature

Typed Name Angel L. Jones

Title City Manager

Schedule Authorized by State Archivist

Date

6/12/2012

Signature

[Signature]